

# COMMUNITY MESSAGING PORTAL



A HELP GUIDE FOR: CITIES OF JASPER AND HUNTINGBURG AND THE TOWN OF FERDINAND, IN

## A CITIZEN'S GUIDE

The neighboring communities of Jasper, Huntingburg and Ferdinand are pleased to announce a new email and text alert notification system.

This new “**Community Messaging**” portal provides you the ability to register to receive email and text message alerts from any of the 3 community websites – Town of Ferdinand, City of Huntingburg or City of Jasper. While each community will use the notification system independently, the communities have consolidated their effort so that users can easily sign-up through a consolidated messaging portal.

### Here's how it works:

#### 1. ACCESSING THE COMMUNITY MESSAGING PAGE



Town of Ferdinand



City of Huntingburg



City of Jasper

- Each city/town website has been updated with an additional prominent button that links to their own Community Messaging web page.
- Residents and businesses using the main site navigation bar for each community's website may also arrive at that community's Community Messaging page via a link, e.g.:
  - from the **I Want To...** menu of Huntingburg or
  - from the **Online Services** menu for Ferdinand and/or Jasper

#### 2. SELECTING A REGISTRATION OPTION FROM THE COMMUNITY MESSAGING PAGE

Each Community Messaging page prominently features a list of the types of notifications that can be received from each community. Below the list, there are three call-to-action buttons:

##### 1. Register an Account – Create an account to receive both email and text messaging alerts

*You will create an account that includes both your email address and your cell phone number. You must also create a username and password as part of this formal registration process.*

Register an Account



2. **Quick Sign Up – Provide email address to only receive email alerts**  
*You will provide your email address and subscribe to one or more email alerts from the registration page.*

Quick Sign Up

3. **How It Works – Links you to this User Guide**  
*This document in PDF format.*

How It Works



Registration Options

Other Community Messaging Pages

### 3. REGISTERING WITH ANOTHER COMMUNITY

After either completing either the formal registration or the quick email subscription registration, you can return to the Community Messaging page and quickly jump to the other community's Community Messaging pages to complete the registration process with those communities.

**Note:** The registration process registers you **ONLY** with that specific community's email and text messaging alert system. You should feel free to use the same username and password with each community with which you register.



## STEPS FOR REGISTERING AN ACCOUNT

Create an account to receive both email and text messaging alerts

Register an Account

### CREATE ACCOUNT PAGE

1. **Login Information:** Create a username and a password (note: your email address is an acceptable username)

### Create Account

\* Denotes a required field

#### Login Information

Username\*

  
  

Password Rules  
Passwords must be at least 8 characters long and contain at least one letter and either one or more numbers or special characters (e.g., #!@^&).

Password\*

  
  

Confirm Password\*

### 2. Contact Information

- Email Address: Note that an email address is required because it is used to enable the registrant to reset their password (a new password is sent to the email address of record).

***This is also the email that will be used to receive email alerts from the community.***

- First Name, Last Name and Address are not required but are sometimes helpful to provide in the event that you use your account registration to complete other online services within the community's website (e.g. submit a Service Request or make a payment).
- Cellular Phone: Provide your cell phone number here.

***This is the phone number that will be used to receive text message alerts.***

### Contact Information

Email Address\*

  
  

Confirm Email Address\*

### Telephone

-  -  ext

Cellular Phone

 -  -

Facsimile

 -  -  ext



### 3. Verification

- You are required to complete “Captcha” style verification to ensure that an automated ‘bot’ cannot make multiple registrations within the alert system.

### 4. Select Create Account to complete the formal registration process.



The screenshot shows a 'Verification' section with a 'Word Verification\*' prompt. Below the prompt is an image of the word 'SYOU' in a stylized font. A text input field contains the word 'SYOU'. To the right of the input field is a 'Create Account' button, which is highlighted with a red rectangle, and a 'Cancel' button.

## MY ACCOUNT PAGE

### 5. Confirmation Message and Summary Tab

- Upon successfully creating your account, you will receive a confirmation message that indicates that your account has been successfully created.

### 6. Subscriptions Tab

- Jump to the Subscriptions tab in order to subscribe to receive email and text messaging alerts from this community.
- Email Preferences: Choose HTML to receive emails that are formatted in HTML with graphics;
- Allow SMS: Must choose YES in order to receive any text messaging alerts;



The screenshot shows the 'My Account' page with the 'Subscriptions' tab selected. The 'Subscriptions' tab is highlighted with a red rectangle. Below the tab, there is a section for 'Email Preference' with radio buttons for 'HTML' (selected) and 'Text'. There is also a section for 'Allow SMS?' with radio buttons for 'Yes' and 'No' (selected).



- The List provides a listing of email and text messaging alerts to which you can subscribe. Select the checkbox under the appropriate column (e.g. Email, SMS or choose both) to register for that list.
- **Note that you will un-subscribe to lists in this same way - from the Subscribers tab.**

List	Email	SMS
<b>Utility Updates</b> Sign up to receive email notices related to the municipally-owned Utilities.	<input type="checkbox"/>	
<b>Public Meetings</b> Receive email notices related to public meetings - particularly related to the Common Council.	<input type="checkbox"/>	
<b>Government News &amp; Information</b> Sign up to receive email & text alerts about government services, community news and any emergency alerts.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Parks and Recreation Notices</b> Sign up to receive email notices related to the city parks and community recreational programs.	<input type="checkbox"/>	

Save Changes Cancel

## STEPS FOR THE QUICK SIGN UP PROCESS

Provide email address to only receive email alerts

Quick Sign Up

### SUBSCRIBE TO A MAILING LIST PAGE

1. **Provide Your Email Address**
2. **Select the checkbox(es) next to the email lists for which you wish to register.** Note that text messaging subscriptions DO NOT appear on this list. You must use the formal registration process to sign up for text messaging alerts.

Email Address\*

Subscription Lists

☐ **Government News & Information**  
Sign up to receive email & text alerts about government services, community news and any emergency alerts.

☐ **Public Meetings**  
Receive email notices related to public meetings - particularly related to the Common Council.

☐ **Parks and Recreation Notices**  
Sign up to receive email notices related to the city parks and community recreational programs.

☐ **Utility Updates**  
Sign up to receive email notices related to the municipally-owned Utilities.

Sign Up

## STEPS TO UNSUBSCRIBING

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- In compliance with federal anti-spam legislation, there is a link to unsubscribe from an email subscription list at the bottom of the email.
- A user can unsubscribe from text messages by logging into their account and modifying their subscription lists.

